

Tutor Scheduling Form

Use with Add Permit "Tutoring Enrollment 195"

Name: _____ Phone: _____

Full Address: _____

Email Address: _____ 9-digit Campus ID # _____

Language: _____ Hours/week: _____ Supervisor: _____

Please list all the times that you are available to tutor, in addition to your preferred tutoring times.
(Students enrolled in 195 courses have a tutoring schedule of 150 minutes/week for each unit of credit.)

Hours to Post	Monday	Tuesday	Wednesday	Thursday	Friday
Time Available					
Time Preferred					
Additional Hours					

Tutoring Policy and Procedures

Return this form to the Foreign Language Department, MRP-2051. To confirm, check the tutoring schedule on the Web at <http://www.csus.edu/fl/tutors.htm> . Contact Foreign Languages 278-6333 or email forl@csus.edu if you have questions.

- Tutoring begins the second week of class, and continues through the last week of class. Tutoring is not scheduled during Thanksgiving Break, Spring Break or Finals.
- If you are unable to make your tutoring hour(s), please call the office (278-6333) as early as possible so a sign can be posted alerting students of your absence.
- Use your assigned tutoring area. If someone else in the area does not want to leave or if there is any other problem with the area, come to the Department Office so that we can resolve the problem.
- Tutoring is on a first-come first-serve basis, so **do not** accept appointments. (If there is a line you may need to limit students to 10 minutes each, or find out which students have the same questions and work with more than one.)
- **Your tutoring responsibility is to assist the student, not to do their work for them.** For student papers, correct only major grammatical problems, not stylistic ones.
- If requested by your supervisor or student, complete tutoring slips (available in the Department Office).
- If you have suggestions to improve the tutoring program, please share those with the Foreign Languages Department Office.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____